



**Georgia Department of Human Services**

Office of Enterprise Development

## **The See-Saw Effect**

Synergy of Work-Life Balance

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*stronger families*

FOR A STRONGER GEORGIA



# Objectives



Understand the benefits of work-life balance



Identifying types of stress



Improve time management practices

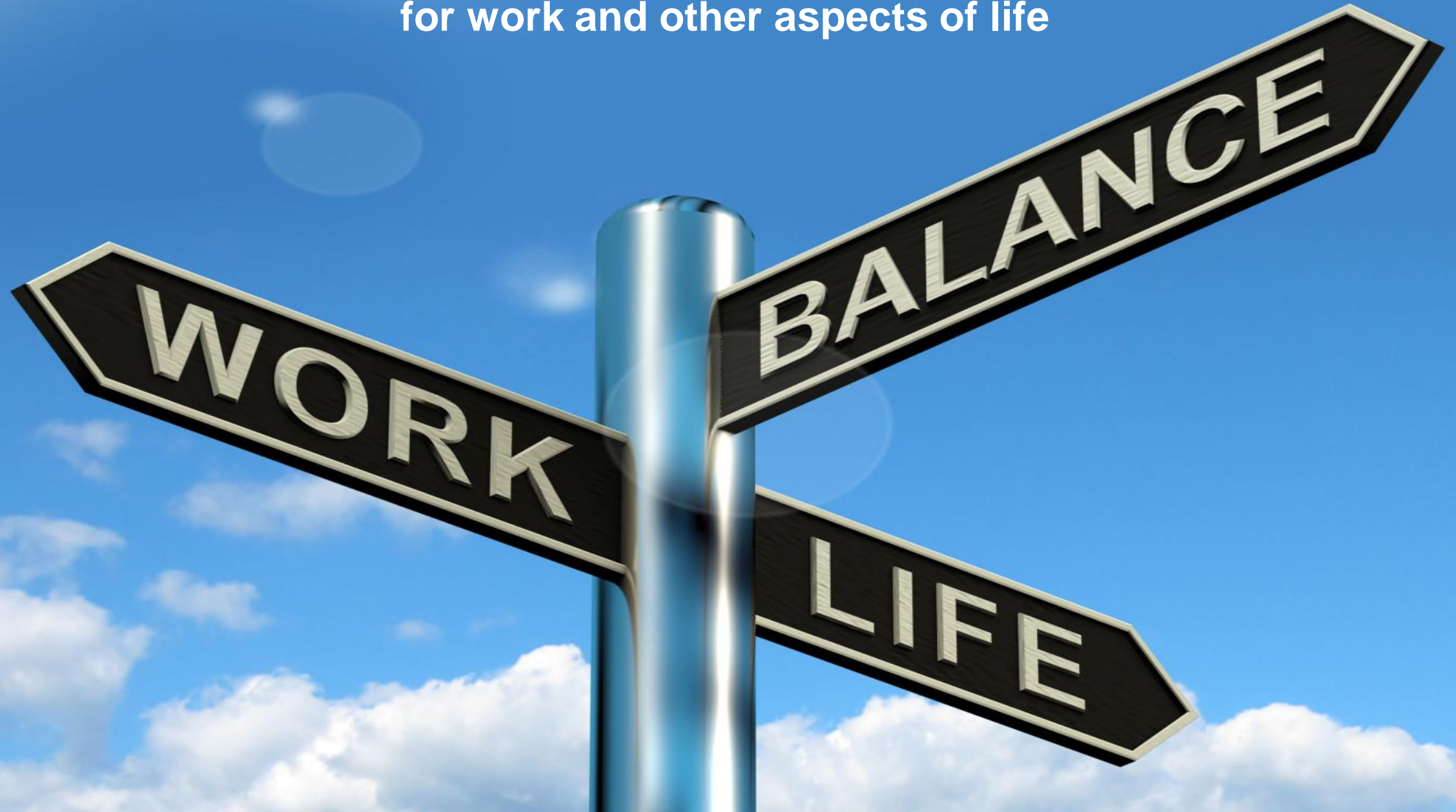


Provide stress management tips/techniques





**Work–life balance is the term used to describe the balance that an individual needs between time allocated for work and other aspects of life**





# Seesaw



# Balance



# Is Your Work-Life in Balance?





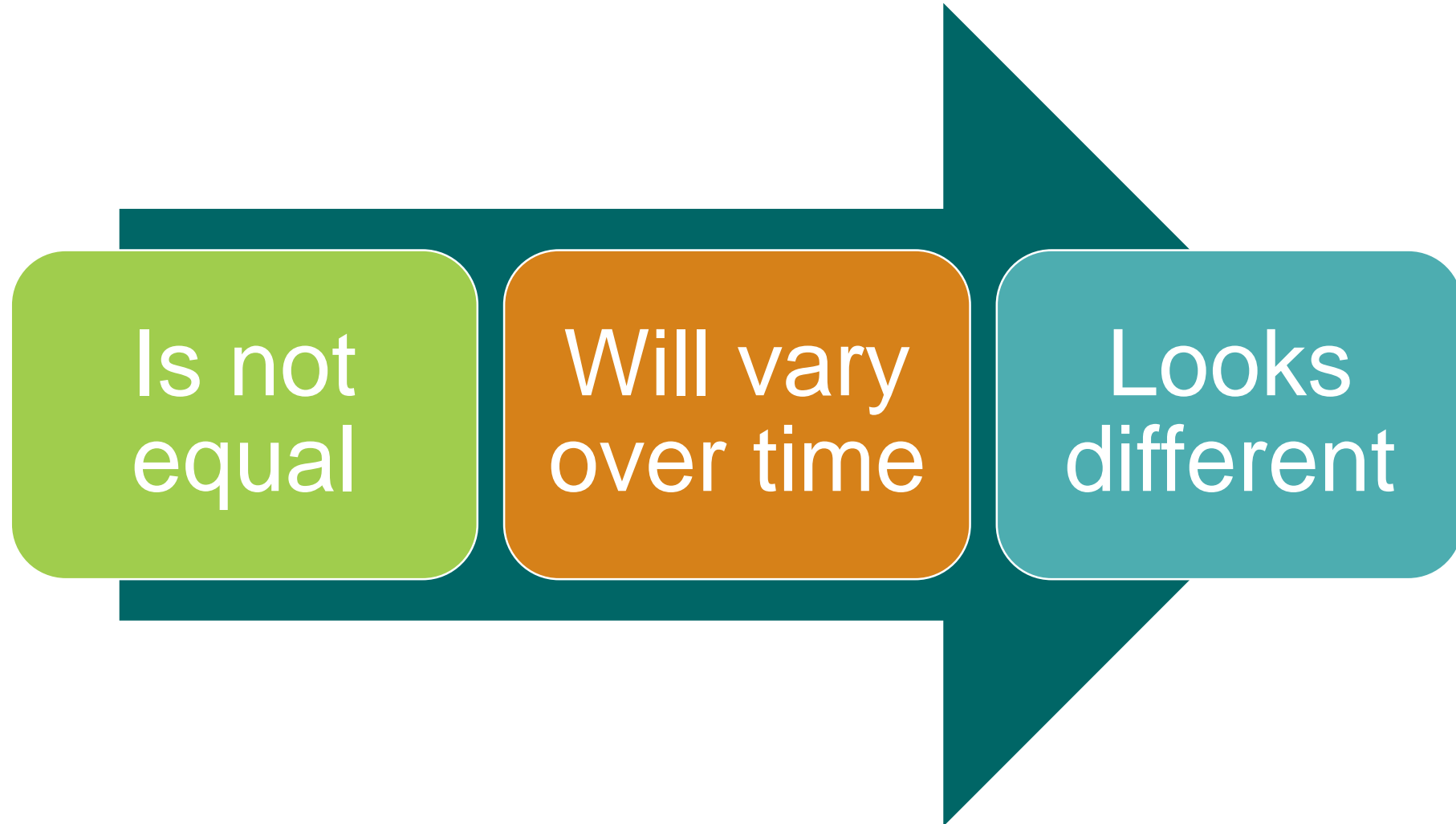
# Work-Life Balance Myths



- Work-life balance is an oxymoron
- Work life balance means spending 50% of your time at work and 50% of your time at home
- Women want more work-life balance than men
- Work-life balance is synonymous with work-family balance



# Work-Life Balance





**Achievement**



**Enjoyment**





# Signs of Imbalance

- Body pain
- Fatigue
- Impatient
- No sense of enjoyment
- Failed relationships
- Unclear priorities



# Importance of a Healthy Balance



- Less susceptible to burnouts
- Fewer health problems
- Attention is paid where due



# Stress Management



## Emotional symptoms

- Depression or general unhappiness
- Anxiety and agitation
- Moodiness, irritability, or anger
- Feeling overwhelmed
- Loneliness and isolation
- Other mental or emotional health problems

## Cognitive symptoms

- Memory problems
- Inability to concentrate
- Poor judgment
- Seeing only the negative
- Anxious or racing thoughts
- Constant worrying

## Physical symptoms

- Aches and pains
- Diarrhea or constipation
- Nausea, dizziness
- Chest pain, rapid heart rate
- Frequent colds or flu

## Behavioral symptoms

- Eating more or less
- Sleeping too much or too little
- Withdrawing from others
- Procrastinating
- Using alcohol, cigarettes, or drugs to relax
- Nervous habits (e.g. nail biting, pacing)





# Types of Stress



Time Stress

Anticipatory Stress



Situational Stress

Encounter Stress





# Improve Your Ability to Handle Stress

- Get moving
- Connect with others
- Engage your senses
- Learn how to relax
- Healthy diet
- Rest



# Time Management





Is there enough time in  
the day?







\$86,400





# Urgent Vs. Important

Urgent

- Demand your immediate attention, but whether you actually give them that attention may or may not matter.

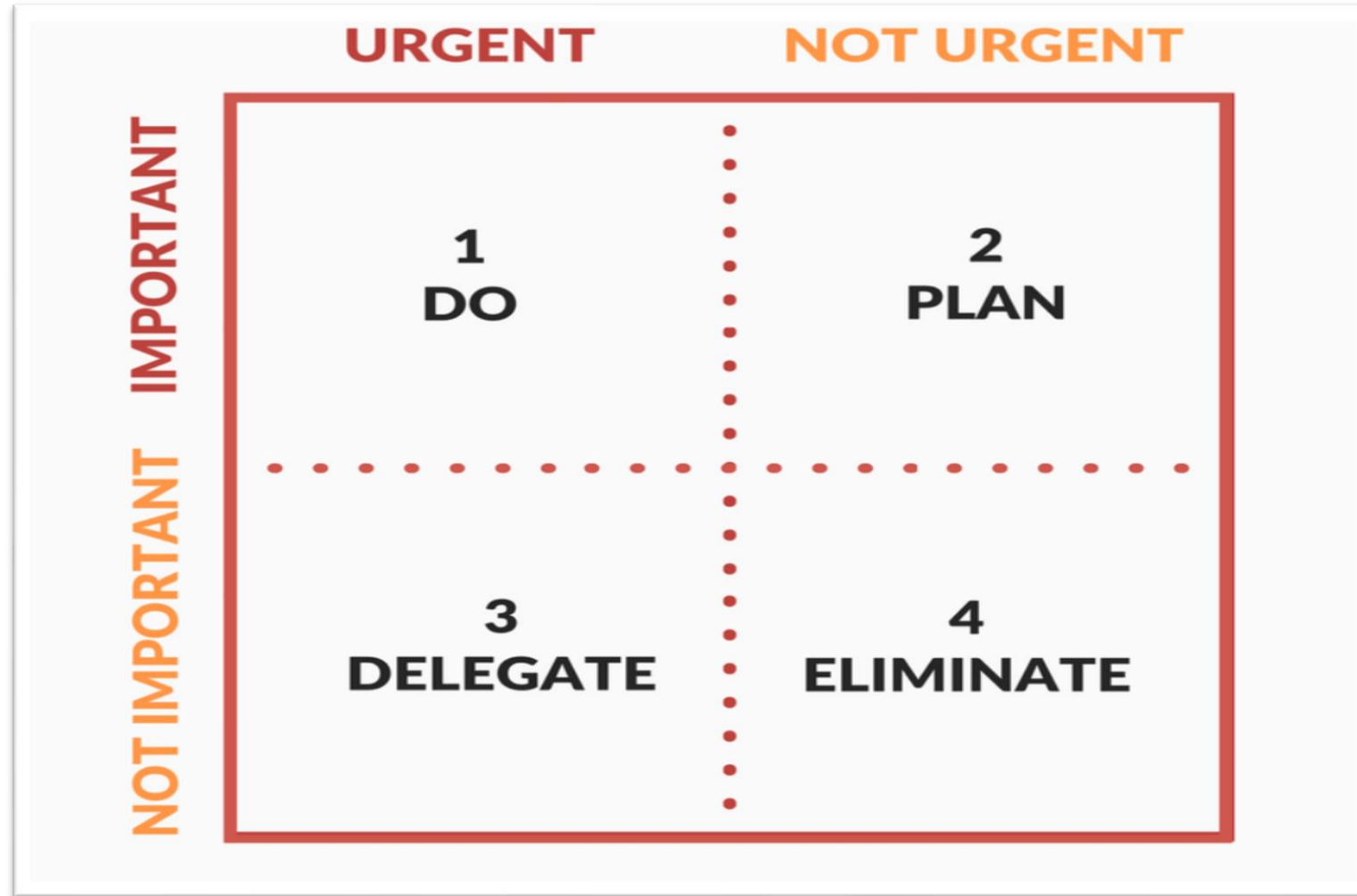
Important

- Tasks that matter, and not doing them may have serious consequences for you or others.





# Eisenhower Principle



# Eliminate Time Wasters

Superfluous meetings

Unnecessary interruptions

Unimportant tasks

Telephone, Internet, Email



# Delegate

- Efficiency
- Flexibility
- Teamwork
- Balanced workloads
- Aid communication
- Retain good team members





# 7 Steps of Delegation



1. Be clear of the task
2. Communicate your expectations
3. Agree upon timeframes
4. Let them do the work
5. Remain available
6. Follow up as planned
7. Provide feedback



# Ace the Deck



# Organizing Your Workspace

- Keep only items you need
- Create an Inbox/Outbox
- Everything has a place
- Schedule time to organize your workspace
- Organize one area at a time
- Accountability partner
- Organize desk drawers/Use dividers
- Stop old habits







# Make a Change

# Plan Against Procrastination

*“Eat the frog first”*  
-Mark Twain



# Organize Yourself



Make best use of your time

Use energy accordingly

Focus on doing things right

Attack procrastination

Group similar tasks together



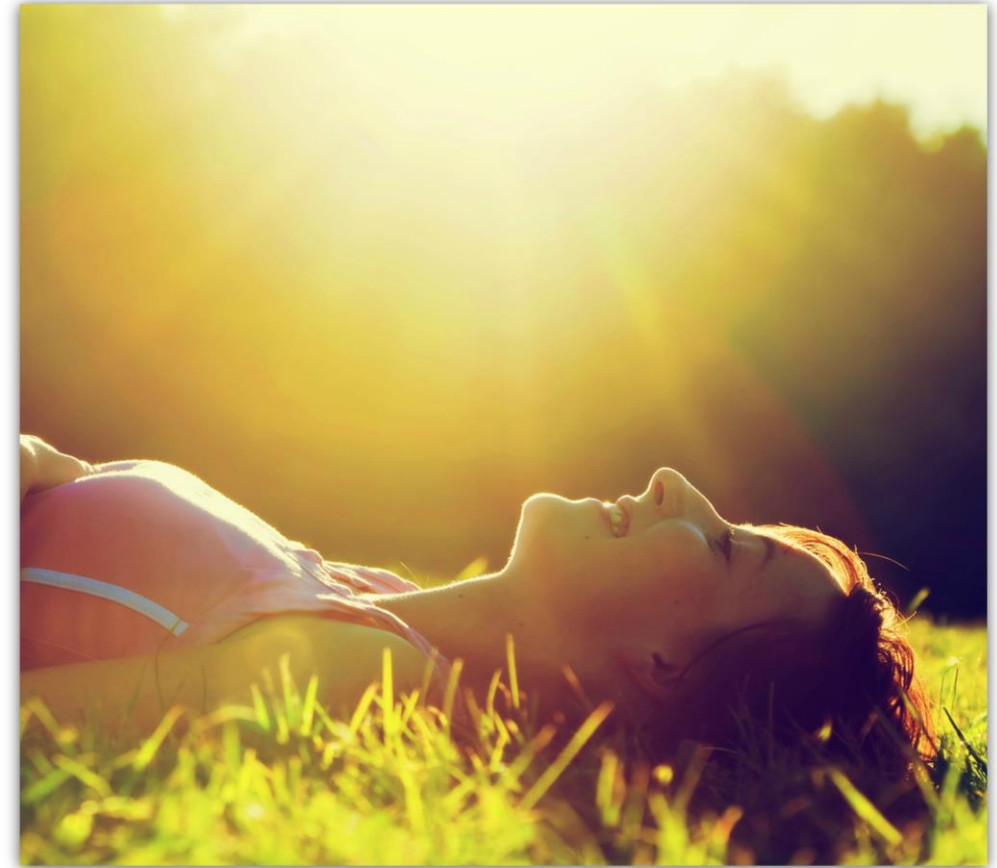
A tropical beach scene with turquoise water, white sand, and palm trees under a blue sky. The text "Importance of Stress Management" is overlaid in the center.

# **Importance of Stress Management**



# Stress Management Tips

- Avoid caffeine, alcohol and nicotine
- Exercise
- Get more sleep
- Relaxation techniques
- Talk to someone
- Keep a journal
- Take a vacation
- Manage your time
- Breathe deeper



# Breathing Exercises



# Deep Breathing

- Sit in a chair
- Place one hand on your chest
- Take a deep breath into your hand
- Now place the same hand at your stomach's base
- Take a deep breath



# Breathe Out Stress

- Take a big, slow inhale
- Hold it for three seconds
- Placing your top front teeth on your bottom lip
- Release a passive exhale





# Stop and Smell the Roses



# Questions?

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